

COVER LETTER

Date: _____

Requestor Name: _____

Requestor Address: _____

Attention Record Request:

I, _____, am requesting a criminal history background check for personal review pursuant to 28CFR§16.30-16.34. Please mail the results of the check to the following address:

I have a reason/date that requires expeditious handling (optional):
(PLEASE PLACE DATE/REASON ON OUTSIDE OF MAILING ENVELOPE)

Date Required: _____ Reason: _____

If you have any further questions, please contact me at:

Telephone: _____ Email: _____

Sincerely,

(Signature)

LETTER OF REQUEST INSTRUCTIONS

COVER LETTER

Date: _____

Requestor Name: _____

Requestor Address: _____

Attention Record Request:

I, _____, am requesting a criminal history background check for personal review pursuant to 28CFR§16.30-16.34. Please mail the results of the check to the following address:

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If you have any further questions, please contact me at:

Telephone: _____ Email: _____

Sincerely,

(Signature)

This letter may be used for record requests. A separate letter must be completed for each request. If you are not using this letter and are completing your own letter, please include all of the above requested information.